

YOUTH SERVICES POLICY

Title: Personal Property Reimbursement Next Annual Review Date: 08/10/2011	Type: A. Administrative Sub Type: 6. Employment Related Guidelines Number: A.6.2
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References: Civil Code Art. 2315	
Approved By: <i>Mary L. Livers, Deputy Secretary</i>	Date of Approval: 08/10/2010

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To state the Deputy Secretary's policy regarding reimbursements to employees for damages to their personal property.

III. APPLICABILITY:

All employees of Youth Services (YS). Each Unit Head is responsible for ensuring that procedures are in place to comply with the provisions of this policy.

IV. DEFINITIONS:

Unit Head - Deputy Secretary, Facility Directors, and Regional Managers.

YS Central Office - Offices of the Deputy Secretary, Undersecretary, Assistant Secretary, Chief of Operations, Deputy Assistant Secretaries, and their support staff.

V. POLICY:

It is the Deputy Secretary's policy to reimburse employees for damages to their personal property under the following conditions:

- A. The damage must have occurred in the performance of the employee's duties and/or while the employee was on duty.
- B. The damage cannot be the result of negligence of the employee. The employee's failure to exercise reasonable care and prudence is "negligence" if that action/inaction caused or furthered the damage.

- C. The cost to repair or replace personal property damaged by the actions of a youth or resulting from the supervision of a youth is reimbursable provided the employee was exercising reasonable care under the circumstances when the loss occurred.
- D. Damage occurring to personal property which is covered by an insurance policy will not be reimbursed or replaced by YS if the employee receives a settlement from his insurance company.
- E. Reimbursement for the replacement of a damaged item must be for the same kind of item. (Example: A reimbursement for the cost of contact lenses cannot be made if an employee's eyeglasses were broken.)

VI. PROCEDURES:

- A. The employee shall submit a request for reimbursement to his supervisor.
- B. The supervisor shall attach a copy of an unusual occurrence report, including a photograph of the damaged property, describing how the personal property was damaged and a signed affidavit from the employee affirming he will not file a claim against a personal insurance policy if the request is approved.
- C. The supervisor shall make a recommendation and forward the request through the appropriate chain of command to the Unit Head.
- D. The Unit Head shall determine appropriate action and if approved, submit the request to the unit's Business Office for processing. If the request is not approved, it shall be returned to the employee with the reason for the disapproval noted.
- E. If the request is approved by the Unit Head, the Business Office shall forward the reimbursement request package to the YS Office of Management and Finance requesting approval to process a check for the reimbursement from the Unit's Imprest Fund.
- F. If the amount of the request exceeds \$250.00, it must be approved by the Undersecretary or Deputy Secretary prior to disbursement.

Previous Regulation/Policy Number: A.6.2

Previous Effective Date: 8/26/2004

Attachments/References: